



THE UNIVERSITY *of*
NEW ORLEANS

INVITATION FOR BID

**BID NAME AND NUMBER:
PROVISION OF SCHOOL BUS SERVICES FOR
PROJECT PASS/ACCESS**

BJA2668

**BID OPENING TIME AND DATE:
THURSDAY, October 12, 2021
@2:00PM**

**BUYER:
JEANNE AUGUSTIN
jaugusti@uno.edu
or
purchasing@uno.edu**

RETURN ALL BIDS TO THE FOLLOWING ADDRESS:

**Purchasing Office
Administration Annex 1004G
University of New Orleans
2000 Lakeshore Drive
New Orleans, Louisiana 70148
Phone: (504) 280-6214
Fax: (504) 280-6297**

General Instructions to Bidders

1 Invitation to Bid

Bids for the following items and/or services specified are hereby solicited and will be received by the Purchasing Office until the stated bid opening time and date and then publicly opened.

2 Authority to Sign

Bids must be signed by a person authorized to bind the vendor. In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, as evidenced by a corporate resolution, certificate, or affidavit; or 3) other documents indicating authority which are acceptable to the University.

3 Read Solicitation

Read the entire solicitation, including all terms, conditions, and specifications.

4 Corrections

All bids should be returned on the forms furnished and must be typed or written in ink. Any corrections or erasures must be initialed by the bidder.

5 Delivery of Bids

University does not except email bids. Bids may be submitted in person, or by mail. The mailing address are listed on the cover sheet.

Bids delivered in person or by mail should be placed in a sealed envelope and marked with the bid name and number, the bid opening time and date, and the name and address of the bidder. The same information should be affixed to any additional materials sent as a part of the bid submission. The bid needs to be in the purchasing office prior to the date and time to open the bid before 2:00pm the day of the opening in order for the bid to be stamped and timed.

6 Bid Alterations

Alterations to bids will be accepted provided both the bid and alterations have been received in the Purchasing Office prior to bid opening time and date.

7 Late Bids

Late bids will not be accepted and will be returned unopened. Each bidder is solely responsible for the timely delivery of its bid. The University will not be

responsible for any delay in the delivery of bids.

8 Delivery/Freight Charges

Bid prices will include all delivery/freight charges paid by the vendor, F.O.B., UNO, inside delivery, New Orleans, La, unless otherwise stated in the specifications. Any invoiced delivery charges not quoted and itemized on the UNO purchase order are subject to rejection and non-payment.

9 Taxes

Vendor is responsible for including all applicable taxes in the bid price. The University of New Orleans is exempt from all Louisiana state and local sales and use taxes. By accepting an award, all firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable.

10 Payment

Assuming there is no prompt payment discount provision, payment will be made within thirty (30) days from receipt of products in satisfactory condition, or within thirty (30) days from date of invoice, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by the University in any dispute.

11 Acceptance

Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

Bid Signature

By signing this bid, the bidder certifies compliance with all general instructions to bidders, terms, conditions, and specifications, and further certifies that this bid is made without collusion or fraud.

Bidder (Company Name)

Mailing Address

Authorized Signature

City, State, Zip Code

Printed Name

Phone Number

Title

Fax Number

E-Mail Address

Federal Tax ID #

Standard Terms and Conditions

These standard terms and conditions apply to all UNO solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of a conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Auditors

Bidders agrees that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the University's auditors will have the option of auditing all accounts of the Bidder which relate to this purchase.

Award

Award will be made to the lowest responsible and responsive bidder. The University reserves the right to award the items, separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that would preclude competition.

All solicitation specifications, terms, and conditions will be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

Bidder Inquiries

If a bidder is in doubt 72 hours before due date as to the meaning of any part of a solicitation, bidder may submit a written request for interpretation to the Buyer of Record. Requests must be received in the Purchasing Office no later than **Tuesday 05 of October 2021** prior to the opening of bids. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be sent to all known bidders. The University will not be responsible for any other explanation of the documents.

Contrary Terms and Conditions

Submittal of any terms and conditions contrary to those contained within this solicitation may cause your bid to be rejected. By signing this bid, the

vendor agrees that any terms and conditions which may be included in their bid are nullified.

Equal Employment Opportunity Compliance

By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Executive Order 11246, Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate, and to render services without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Failure to comply shall be grounds for termination of any contract entered into as a result of this solicitation.

Equivalency

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Bidder must state the brand/model he or she is bidding on each item. Bids not specifying brand and model number will be considered as offering the exact product specified in the solicitation.

It will be the sole responsibility of the Bidder to prove equivalency. Bidder will submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate the bid from consideration. The decision of the University as to equivalency will be final.

Governing Law

This purchase shall be construed in accordance with and governed by the laws of the State of Louisiana.

Louisiana Preference

A preference will be given to materials, supplies, and provision produced, manufactured, assembled, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's sole responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown, or harvested in Louisiana. Bidder must be able to provide satisfactory evidence

to support preference claim if requested by the University. The enclosed Louisiana Preferences **must** be returned as a part of this bid.

Legislators Prohibited

According to LAS-R.S. 42:113(D)) the University is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership, or other legal entity in which the Legislator or his/her spouse owns an interest, except publicly traded corporations. Each bidder **must** return the enclosed Disclosure Form as a part of his bid.

New Products

All products are to be new, current model, and of best quality as measured by accepted standards of the trade. No remanufactured, demonstrator, used, or irregular products will be considered for purchase unless otherwise specified.

Warranty

The manufacturer's standard published warranty and provision will apply, unless more stringent warranties are otherwise required by UNO and specified in the solicitation. In such cases, the bidder and/or manufacturer will honor the specified warranty requirements, and bid prices will include any premium costs of such coverage.

DISCLOSURE FORM

EACH BIDDER IS TO DISCLOSE THE FOLLOWING INFORMATION BY ANSWERING YES OR NO TO THE FOLLOWING QUESTIONS:

1. Is the bidder a legislator or person who has been certified by the Secretary of State as elected to the Legislature?
2. Is the bidder a spouse of a legislator? _____
3. If the bidder is a corporation, partnership, or other legal entity, does a legislator or his spouse own any interest in that corporation, partnership or other legal entity? _____

4. If the bidder is a corporation, is it a publicly traded corporation? _____

LOUISIANA PREFERENCES

FAILURE TO SPECIFY BELOW INFORMATION **WILL** CAUSE ELIMINATION FROM PREFERENCE.

Preferences shall not apply to service contracts.

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana of equal quality.

Do you claim this preference? YES _____ NO _____

Specify Item Numbers:

Specify location within Louisiana where this product is produced, manufactured, grown or assembled:

Do you have a Louisiana Business workforce? YES _____ NO _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?

YES _____ NO _____

SPECIFICATIONS

Definitions

Bidder – Any person or company who submits a response to the University's Invitation for Bid

Contractor – The person or company who contracts with the University of New Orleans to perform the work as called for on these documents

May – The term "may" denote an advisory or permissible action

Must – The term "must" denotes mandatory requirements

Shall – The term "shall" denotes mandatory requirements

Should – The term "should" denotes a desirable action

State – The State of Louisiana

University – The University of New Orleans

Will – The term "will" denotes mandatory requirements

Scope of work

The University of New Orleans will contract with Successful Bidder to provide charter school bus services for Project PASS/ACCESS for the 2021-2022 Fiscal Year. While the University guarantees no minimum amount of trips, we estimate that we will require approximately twenty- six (26) trips for the Fall and Spring semesters. Seventeen (17) of these will be Saturday sessions. A minimum of two (2) buses are required for Orleans Parish and two (2) buses are required for Jefferson Parish for a total of four (4) buses each Saturday. Each bus will have 2 or 3 stops where students will be picked up and dropped off on these days. Students must arrive at UNO no later than 8:30 AM on regular Saturday dates and depart UNO at 1:30 PM unless there is a special field trip day. The remaining nine (9) trips would be supplemental transport for field trips during the Fall and Spring semester. We expect two (2) buses will be required for each field trip, one (1) for each parish.

During the Summer semester (June and July), we estimate daily trips Monday through Friday for six (6) weeks with the possibility of an additional 5-7 field trips on Tuesdays, Thursdays, or Fridays. Two (2) buses are required for Orleans Parish and two (2) buses are required for Jefferson Parish for a total of four (4) buses each day. Each bus will have 2 or 3 stops where students will be picked up and dropped off on these days. Students must arrive at UNO no later than 8:30 on regular summer session dates, and depart UNO at 1:00PM unless there is a special event or field trip planned for the day. We expect supplemental transport for field trips during the summer semester as two (2) buses for each field trip, one (1) for each parish.

For ALL semesters, Successful Bidder must be able to provide the following:

- Up to 5 buses per day for regular days and an additional 2 buses per day for field trip days.
- Travel throughout both Orleans and Jefferson Parishes and possible single day trips to St. Tammany, St. Bernard or Plaquemines parishes for field trips.
- Saturday transportation and daily transportation during the summer session to and from UNO from designated stops on pre-determined routes with a minimum of 2 and possibility of 3 stops for each bus.
- A phone contact number for each bus driver for parents and staff to be able to contact in case of any concerns or in case schedules need to be changed.

Upon mutual agreement buses may be chartered for other University departments at the pricing offered herein. The University does not estimate a large number of such trips.

Contract Term

The initial term of any contract resulting from this bid shall begin on date of award and will continue through June 30, 2022. At the option of the University and upon agreement from the Successful Bidder, this agreement may be renewed for an additional four (4) one (1) year periods at the same prices, terms, and conditions of the original agreement.

Company Requirements

Successful Bidder must meet the following minimum requirements:

- The company must be at least two (2) years old and must be presently engaged in the business of providing bus transportation.
- The company must provide three (3) references. One (1) reference will be a contract that the bidder has held for at least one (1) year. One (1) reference must be for the provision of services of the scope and size as requested in this ITB.

All information will be provided on the attached reference sheet.

Equipment Requirements

All school buses must meet the following minimum specifications:

- Hold a minimum of 46 passengers
- Be equipped with properly functioning air conditioning and heating system
- All mechanical equipment must meet industry standards
- All tires must be in excellent condition

In addition, a successful bidder must supply handicapped accessible buses upon request.

Note: The University reserves the right to inspect all buses bid before any award is made.

Replacements

A successful Vendor must be able to provide a replacement vehicle within one (1) hour of notification by the University.

Permits, Licenses, Taxes, Etc.

Successful bidder will be solely responsible for any and all permits, licenses, and/or taxes associated with performance and requested services.

Tolls

All tolls will be the responsibility of the University.

Driver Requirements

The University will require a Driver for all charter trips. All Drivers must dress appropriately and always present themselves in a professional manner. All meals necessary during the course of the trip will be the sole responsibility of the Driver.

Emergency Contact

A successful bidder must provide a contact name and telephone number for emergencies. Please list the emergency contact information below:

Name: _____

Phone: _____

Schedules

The department will provide dates and times of trips ten (10) working days prior to service. Each bidder will provide cost per mile for the purposes of this bid. Each bidder also must be aware of the fact the schedules sometimes need to be amended, due to weather, or other unusual circumstances. The University reserves the right to cancel and/or add a trip to the schedule (with adequate notification to a successful bidder) without additional charges to the University. Adequate notification is defined as 24 hours before the addition/cancellation.

Insurance

A successful Vendor shall maintain limits no less than:

\$1,000,000.00 in automobile liability
\$ 500,000.00 in Workers Compensation and Employee Liability

INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers' Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and nonowner automobiles.

B. DEDUCTIBLES AND SELFINSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages

- 1. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.**
- 2. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.**

2. Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees, and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

- 1. All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.**
- 2. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.**
- 3. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.**
- 4. Any failure of the Contractor to compiling with reporting provisions of the policy shall not affect coverage provided too the Agency, its officers, agents, employees and volunteers.**

D. ACCEPTABILITY OF INSURERS

- 1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers compensation coverage only.**
- 2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.**

E. VERIFICATION OF COVERAGE

- 1. The contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.**

- 2. The Certificate Holder Shall be listed as follows:**

**State of Louisiana
University of New Orleans, Its Officers, Agents, Employees and
Volunteers
2000 Lakeshore Drive, New Orleans, LA 70148
Contract #:**

- 3. In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.**
- 4. Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or**

Indemnification under the contract.

F. SUBCONTRACTORS

The contractor shall include all subcontractors as insured under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

G. WORKERS COMPENSATION INDEMNITY

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

- 1. Contractor agrees to protect, defend, indemnify, save, and hold harmless, the University of New Orleans, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the University of New Orleans, its officers, agents, servants, employees and volunteers.**
- 2. Contractor agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demands, suits, causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The University of New Orleans may, but is not required to, consult with the Contractor in the defense claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.**

INDEMNIFICATION AGREEMENT

The _____ {Contractor/Lessee} agrees to protect, defend, indemnify, save, and hold harmless, the University of New Orleans, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of

_____ {Contractor/Lessee}, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____ {Contractor/Lessee} as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the University of New Orleans, its officers, agents, servants, employees and volunteers.

_____ {Contractor/Lessee} agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The University of New Orleans may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Accepted by

Company Name

Signature

Title

Date Accepted

Is Certificate of Insurance Attached? _____ **Yes** _____ **No**

Contract No. _____ **for the University of**
New Orleans

PURPOSE OF
CONTRACT:

Special Terms and Conditions

1. It shall be specifically agreed and understood that the Bidders may attend the Bid opening. They shall, whenever any award is considered, furnish specific samples for examination upon request by the University. It shall also be specifically agreed and understood that the decision of the University shall be final.
2. This agreement may be terminated by either party with **30 days** advance notice in writing.
3. Vendor compliance with the attached insurance requirements is mandatory, and evidence of such compliance must be submitted with the bid. Failure to do so will result in immediate disqualification of the bid.
4. Beginning date of service **is OCTOBER 26, 2021**
5. In case of default by the Vendor, the University reserves the right to purchase bids of the defaulting Vendor will be considered from another vendor.
6. Award to be made on an all-or-none basis.
7. Escalation Clause (Only for services you know will increase. e.g., insurance)

Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The University reserves the right to approve or disapprove the price increase.

8. Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

BID SCHEDULE

State Type of Vehicle(s) Provided Here: (must include make, model, year, and passenger capacity – attach additional sheets if necessary)

State Price per Mile Here: (must include any and all costs, charges, surcharges, minimum costs, etc. for the performance of services as listed in this bid)

_____/per mile

List any and all other charges that may be assessed as a part of this Contract. Please note that the University will not honor any charges not specifically list as a part of this Bid Schedule.

REFERENCES

Provide three (3) references as per bid specifications:

Reference 1

Business Name:

Dates of Service:

Contact Name:

Contact Title:

Contact Address:

Contact Telephone No.:

Contact E-Mail Address:

Reference 2

Business Name:

Dates of Service:

Contact Name:

Contact Title:

Contact Address:

Contact Telephone No.:

Contact E-Mail Address:

Reference 3

Business Name:

Dates of Service:

Contact Name:

Contact Title:

Contact Address:

Contact Telephone No.:

Contact E-Mail Address:
